



School/Institution

Team Evaluation Checklist

Evaluation Date

NOTE: *Please have Administrators, Vocational Directors and Instructors available for opening team meeting and exit reviews.

Facility Needs:

_____ A meeting room for exit reviews, with adequate space for administrators, vocational instructors and evaluation team members.

_____ A room for the evaluation team members to use during the program evaluation process.

Please make the following resource materials available to evaluation team members:

_____ Program philosophy/mission statements/strategic plan

_____ Goals and objectives for school/institution and programs

_____ Curriculum information (including course outlines)

_____ Advisory Board member list and advisory minutes

_____ Policy manuals (student/faculty/board policy/safety)

_____ Master Teaching Schedule

_____ Registration guide

Please send the following materials to Lorie Ruff at Career & Technical Education, 600 E Boulevard Avenue, Dept. 270, Bismarck ND 58505-0610 (If possible, please send ten days prior to scheduled evaluation.)

1. _____ Enrollment Report Form
2. _____ A copy of the student policy on nondiscrimination
3. _____ A copy of the student policy on sexual harassment
4. _____ A copy of the faculty/staff policy on nondiscrimination
5. _____ A copy of the faculty/staff policy on sexual harassment
6. _____ Please include the school's/institution's/center's complaint procedures for faculty and students if not included in the above-listed policies.